

Conference Hotel Booking Request

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a hotel booking for an upcoming conference scheduled on [Conference Dates]. We anticipate a group of [Number of Guests] guests and would greatly appreciate your assistance in accommodating our special amenities needs.

Special Amenities Request:

- Room configurations for [specific requirements]
- Amenities such as [list special amenities, e.g., Wi-Fi, breakfast, parking]
- Access to meeting rooms or conference facilities
- Shuttle service or transportation arrangements

We would like to finalize our booking by [Booking Deadline], so please let us know about availability and rates at your earliest convenience. Thank you for considering our requests.

Looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

Contact Information: [Your Phone Number, Email Address]